

## **Reno Municipal Court Job Opportunities**

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### **Court Specialist I**

Full-Time Position

\$17.70/hr (DOE) + Benefits

Monday - Friday / 38 hrs. per week

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This entry-level position performs a wide variety of specialized technical and administrative duties in support of the Municipal Court including records management, data entry, and courtroom support; and provides information to the public.

### **Essential Functions**

*Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed. It is the goal of the Reno Municipal Court that all clerk's office employees be cross-trained to perform all court duties.*

- Files documents, such as motions, and checks same for completeness and appropriate information; determines general case category and makes case docket entries; prepares case files; organizes files and prepares case labels.
- Counts, verifies, records, and prepares reports on daily cash receipts; posts to computerized cash ledgers.
- Records and logs case identification data and receipt of documents on court records; makes entries in case index; assembles documents in chronological order for case records; files documents and records using chronological, alphabetical, or numerical filing system.
- Answers inquiries by telephone or in person; makes and certifies copies; waits on counter; assists the public in filling out various forms.
- Prepares and transfers court records to archive storage.
- Operates a data entry terminal with direct computer access to generate and maintain such court records as arrest warrants, misdemeanor citations, and case dispositions and continuances.

### **Job Requirements**

- Possession of a High school diploma or GED equivalency.
- Two years general clerical experience in a position requiring extensive public contact.
- Knowledge of principles and methods of fiscal record keeping and basic mathematical principals.
- Knowledge of modern office practices, methods, and computer equipment.
- Knowledge of English usage, spelling, grammar, and punctuation; ability to communicate clearly and concisely, both orally and in writing.
- Ability to prepare clear and concise correspondence and reports.
- Ability to type at a speed of 45 words per minute and enter data at a speed necessary for successful job performance.
- Possession of, or ability to obtain, a valid Nevada Driver's License; ability to safely operate a motor vehicle.
- Preference will be given to individuals who have court or other legal experience.

**Submit City of Reno application and resume to:  
Jana Blair, Reno Municipal Court, P.O. Box 1900, Reno, NV 89505  
Applications must be postmarked by January 20, 2012.  
Phone calls or emailed applications will not be accepted.**